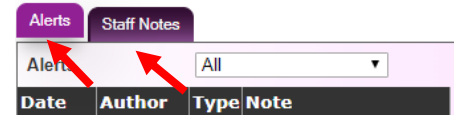
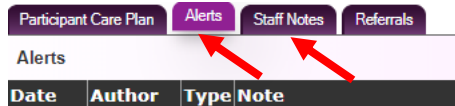


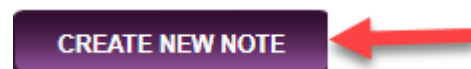


## Alerts and Staff Notes

1. Click: Alerts or Staff Notes tab on the Participant Summary page or the Family Information page



2. Click: Create New Alert or Create New Note



3. Select: Family or Participant

**Create A New Alert**

☐ Family

☒ Participant

Type:

Note:

- If Participant is selected, use dropdown to select the specific Participant

☐ Family

☒ Participant



4. Select: Alert or Staff Note Type from the dropdown

Type:  
General  
General  
Nutrition  
RD  
Certification  
Breastfeeding  
Confidential  
eWIC Cards  
Health Screen  
Other  
eWIC Assignment  
Tailor Food Package  
Void Issuance

- **General:** General information related to an appointment (ex: Updated contact information)
- **Nutrition:** Information provided outside of a nutrition education appointment (ex: Mom requested handout on weaning)
- **RD:** Share information with registered dietitian or used by registered dietitian to share information with other staff. (ex: Weigh baby every visit until 1 year of age)
- **Certification:** Information specific to certification (ex: Needs to bring proof of residency next appointment)
- **Breastfeeding:** Information specific to breastfeeding (ex: Has rental BP thru Dec. 2099)
- **Confidential:** Information that is needed for providing WIC services but doesn't need to be on forms that could be printed such as care plans (ex: Use cell phone number for all contacts)
- **eWIC Cards:** Information about participant's eWIC Card
- **Health Screen:** Information specific to the Health Screen
- **Other:** Information not covered by the listed alert types
- **eWIC Assignment:** Information about the Food Package Assignment
- **Tailor Food Package:** Information specific to the Tailored Food Package
- **Void Issuance:** Information about why a food package was voided

5. Enter: Notes related to Alert or Staff Note Type (see Type definitions above)

Note:

6. Click: Save to save entered information OR Cancel to cancel the transaction

7. To View or Edit an alert or staff note:

- Click: dropdown to sort by the type of Alert to view  
**NOTE:** Auto populated notes can not be edited

Participant Care Plan Alerts Staff Notes Referrals

Staff Notes

Date	Author	Type	Note
------	--------	------	------

All  
General  
Nutrition  
RD



8. Click: line item

Participant Care Plan Alerts Staff Notes Referrals			
Alerts <span>All</span>			
Date	Author	Type	Note
4/7/2020		RD	Referral, Code 133 Go shopping with a friend to help her make wise food choices. Will try recip
4/7/2020		BRFD	Has a rental BP thru May

9. Click: Edit to edit notes

**NOTE:** Alerts and Notes can be edited within 24 hours by Author or Local Administrator

**View Alert**

Aaabb Vvaaa

**Date:** 4/7/2020 **Author:** hwc8346

**Type:** RD

**Note:** Referral, Code 133 Go shopping with a friend to help her make wise food choices. Will try recipes on WICShopper App

☒ Alert

**EDIT** **CANCEL**

10. Edit: information

**Edit Alert**

**Type:** RD

**Note:** Referral, Code 133 Go shopping with a friend to help her make wise food choices. Will try recipes on WICShopper App

☒ Alert

**SAVE** **CANCEL**

11. Click: Save to save the edit OR Cancel to cancel the transaction

**NOTE:** A checked Alert box puts the note in the “Alert” tab

OR

An unchecked Alert box puts the note in the “Staff Notes” tab





IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**  
DIVISION OF PUBLIC HEALTH



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